

~~CONFIDENTIAL~~

~~SECRET~~

~~CONFIDENTIAL INFORMATION~~

Executive Registry
2-5480

16 January 1952

MEMORANDUM FOR: Deputy Director (Administration)

FROM : Office of Procurement and Supply

SUBJECT : Comments Relative to Administrative Support

REFERENCES : 1. Memorandum, Office of the Director, "Administrative Support for Offices of SO and PC", dated 9 January 1952.

2. Memorandum, Office of the Deputy Director (Administration), "Responsibility and Authority of ADD/A (s) in Relation to Central Administrative Offices", dated 14 January 1952.

3. Memorandum, Acting Executive Assistant to the Director, "Support for PC and SO Operations", dated 28 December 1951.

4. Memorandum, Office of Procurement, "Requirements for Accomplishments of Procurement and Supply Mission", dated 12 January 1952.

1. This Office understands and will conscientiously comply with the principles and concepts outlined in reference memoranda.

2. It is believed that the Office of Procurement and Supply should function as described in reference No. 4 above. The operations Offices should limit their logistics planning to the preparations of tables of allowances to fulfill specific operational needs, and this Office should perform, for the DDA, staff programming and supply plans execution. This concept establishes the line of feasibility for liaison and other staff functions, which is essential for expeditious accomplishment and elimination of duplication.

3. Reference paragraph 7 of No. 3 reference above. It is interpreted that "control of material" is limited to Command approval of requisitions, and does not pertain to stock control or accounting within supply installations. All phases of procurement and supply should be generally governed by a "CIA Procurement and Supply Manual", published by the DDA.

~~CONFIDENTIAL~~

~~SECRET~~

Document No. 22
No Change In Class. <input type="checkbox"/>
<input type="checkbox"/> Declassified
Class. Changed To: TS S @
Date: 16 Nov 78
By: 016

~~CONFIDENTIAL~~

~~SECURITY INFORMATION~~

- 2 -

4. Reference paragraphs 9 and 10 of No. 3 reference above. It is recommended that local overseas procurement be effected only after written authority on a general or specific basis is obtained from the DEA.

JAMES A. GARRISON
Chief, Procurement and Supply

~~CONFIDENTIAL~~

~~SECURITY INFORMATION~~

~~SECRET~~